

SAFETY SIMPLY STATED

Volume 1, Issue 1
January 2004



MESSAGE FROM THE SAFETY OFFICER, MICHAEL ALIO

As an employee, you are responsible for following safety policies, reporting hazards, and refraining from tasks that require specific training. It is important that you take full responsibility for your own safety on the job and don't put yourself in situations where you may be exposed to a hazard that you are unfamiliar with and unprepared for.

As a supervisor/manager, when you think of a safety issue in your work environment, do you categorize it by how much time it will take away from your workers productivity while it is being corrected; how much will it cost to correct, replace, abate; or

do you evaluate the medical expenses of the employees who get injured, lost work time and possibly the liability to your department due to the negligence on your part?

Although all tasks, jobs, and processes have what is called "an acceptable level of risk", we need to insure that whatever risk is involved in doing the task, job or process is clearly identified to the employee during the associated training to accomplish that job, task or process safely.

The employee is the most important commodity in your department. Without their skills and knowledge of doing



their work assignment, our services to the public would not exist.

Having the responsibility for the safety of your employees **is not an easy job—but, it is "you", the supervisor/manager, who is responsible for their safety.**

It's easy—Make your employee your number one priority, always address safety concerns, know City safety policies, and train....train....train.

Inside this issue:

- New Safety Newsletter for 2004!
- A word from your City Safety Officer.
- Safety Violations—Are you one of the statistics?
- OSHA 300 log update.
- 2003 Larry Larson Winners!
- January Training Calendar

10 WAYS TO KICK OFF A SAFE NEW YEAR!

- Remember to "think safety" in everything you do.
- Keep your work area free from slip, trip and fall hazards.
- Learn and follow emergency procedures and policies.
- Use the right tool for each task.
- Wear proper protective gear.
- Avoid carrying loads that block your vision.
- Put away tools, equipment and materials after each use.
- Clean up or report spills immediately.
- Make sure machine safety guards are in place and in good working order.
- Take extra care with your back by lifting properly and using mechanical aids to move heavy objects.



Top 5 Safety Violations in 2003

By now I'm sure people have noticed members of the City Safety Office poking around their departments, conducting the annual safety inspection. 2003 was the second year that the Safety Office performed these inspections at City facilities.

With 2004 already upon, the annual inspections are about to start again. Unfortunately there is a similar trend in many departments—we see the same violations occurring over and over. Here is a quick breakdown of the top 5 safety violations found during 2003 in both office & field settings. Please note these and correct the safety hazards around you!



Extension Cords

According to the Cal/OSHA and the Uniform Building Code, extension cords are not permitted in the workplace when they are being used as a permanent replacement for fixed wiring. Extension cords are the easiest safety hazard to fix—replace them with a multi plug strip or surge protector with a built in circuit breaker.

Fire Extinguishers

Fire extinguishers are Cal/OSHA's favorite! Fire extinguishers must be inspected on a monthly basis; it takes about 5 seconds. Check to see that the extinguisher is mounted, that the gauge is in the green section and the extinguisher is undamaged. The person who checks the extinguisher initials the service tag for that month and the check is complete. That's it! And you've saved the City up to a \$500 fine.

Daisy Chains

Daisy chains occur when one surge protector is plugged into another. This potentially can overload the electrical circuit, and cause a fire. The more that is plugged into the surge protector, the less protection your computer is given.

Unlabeled Secondary Containers

Unlabeled secondary containers are commonly found in both the field and office departments. When a liquid is transferred from its original container to another container, the new container must be properly labeled. This ensures that anyone who picks up the secondary container will know exactly what is inside and the hazards associated with the chemical.

Unsecured Cabinets Over 5 Feet

The last of the top 5 violations deals with unsecured furniture or equipment. Cal/OSHA regulations require items over 5 feet in height to be secured to a wall, floor or adjacent equipment to prevent tipping over in an earthquake or other incident.

CONGRATULATIONS TO COMMUNITY DEVELOPMENT &

PARKS, RECREATION AND MARINE

THIS YEAR'S PROUD WINNERS OF THE LARRY LARSON SAFETY AWARD

Larry Larson is the safety award given out to one office-setting department and one field-setting department on a yearly basis. This year the criteria for the Larry Larson Award was based on a point system which was broken down into four categories:

- ♦ Management/Supervisory Participation in Training
- ♦ Management/Supervisory Leadership
- ♦ Overall departmental Training
- ♦ OSHA Incident rate

Reminder: The next Larry Larson award breakfast will be held in December 2004

The winning departments have moved to the top by enforcing programs, continued training efforts, and great management support! Does anyone dare challenge these top two safety contenders in 2004?

Community Development



L-R: Mayor Beverly O'Neill, Bob Mossler, Barbara Wiseman, Christine Shippey

Parks, Rec. & Marine



L-R: Mayor Beverly O'Neill, Phil Hester, Laurie Browning and Christine Shippey

CAN YOU HEAR ME NOW?

With special attention given to employee injuries, it makes sense that the OSHA 300 logs are always undergoing changes to provide a better way to report injuries. This year is no different. The one and only change to this year's OSHA 300 log is the addition of a hearing loss column (column M, number 5).

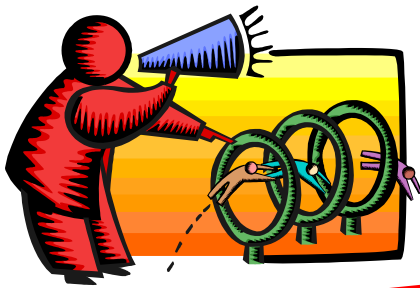
OSHA considers hearing loss to be recordable when an employee ex-

periences a work related standard threshold shift (STS) in one or both ears. An STS is a change in hearing threshold, relative to the baseline



audiogram of an average of 10 Decibels or more at 2000, 3000, & 4000 Hertz in either ear. To simplify this requirement, the City Safety Office will notify departments when a hearing loss case should be added to the OSHA log.

To obtain a copy of the new OSHA 300 log, visit the safety intranet site, under forms.



January 2004

Citywide Employee Safety Training Calendar

Scheduled Classes as of December 19, 2003 – Revised 1/7/04

Ongoing safety training is a requirement of the City's Injury and Illness Prevention Program

Date(s)	Course	Time(s)	Location
January 6	Weapons of Mass Destruction (Module 6) (2 hrs)	8:00 am – 10:00 am	LBE/EDC, 2929 E. Willow Street, Classroom NOTE: Please enter off of Willow Street or off-street parking
January 13	Supervisors Incident Investigation Training (SCAT) (2 hrs)	10:00 am – 12:00 pm	Main Library, 101 Pacific Avenue, lower level, Meeting Room 1
January 13	Work zone & Traffic Control, Refresher (4 hrs) 2-sessions AM/PM	8:00 am – 12:00 pm & 12:30 pm – 4:30 pm	LBE/EDC, 2929 E. Willow Street, Classroom NOTE: Please enter off of Willow or off-street parking
January 14	AED/CPR (Module 1) (4 hrs) – 2 (sessions AM/PM)	8:00 am - 12:00 pm 12:30 pm – 4:30 pm	American Red Cross, 3150 E. 29 th Street, Classroom 2
January 14	Work zone & Traffic Control, Initial (8 hrs)	7:30 am – 4:30 pm	LBE/EDC, 2929 E. Willow Street, Classroom NOTE: Please enter off of Willow or off-street parking
January 14	Hazardous Communication (1 hr)	1:30 pm – 2:30 pm	Main Library, 101 Pacific Avenue, lower level Meeting Room 1
January 15	Respiratory Classroom Training (2 hrs)	9:00 am – 11:00 am	Health Department (DHHS) 2525 Grand Avenue, Room 290 NOTE: For DHHS Employees
January 15 (Tentative)	Body Mechanics Training (2 hrs)	TBD	TBD NOTE: Miscellaneous Depts (PW, DHHS, TS)
January 20 & January 22	Crane Operator Training (8 hrs) 2-day sessions Day 1 (Lecture) Day 2 (Hands-on)	7:30 am – 4:30 pm	LBE/EDC, 2929 E. Willow Street, Classroom NOTE: Please enter off of Willow or off-street parking
January 23	Office Ergonomics Training (1 ½ hrs)	9:00 am – 10:30 am	Health Department, 2525 Grand Avenue, Room 204 NOTE: For DHHS employees
January 27	Respiratory Classroom Training (2 hrs)	1:00 pm – 3:00 pm	LBE/EDC, 2929 E. Willow Street, Classroom NOTE: Please enter off of Willow or off-street parking and for DHHS employees
January 27	Injury Illness Prevention (IIPP) (1 hr)	10:00 am – 11:00 am	Main Library, 101 Pacific Avenue, lower level, Meeting Room 1
TBD	Body Mechanics Training (2 hrs)	TBD	TBD NOTE: For LBE employees
TBD	LOTO – Supervisors (4 hrs)	TBD	TBD NOTE: For LBE employees
TBD	LOTO – Authorized Workers (4 hrs)	TBD	TBE NOTE: For LBE employees

Revised: 1/7/04

Check out the City's Safety Intranet site for forms, training calendars, policies, and more!

<http://wmirror.ci.long-beach.ca.us:8000/hr/employees/safety/index.htm>

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Please contact the safety office at (562) 570-5892 with any questions, comments, or ideas for an upcoming newsletter article.